

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES
Monday, June 22, 2009**

Board Members Present: Michael O'Brien, Pauline Jaske, Janel Brandtjen, Jim Jeskewitz
Board Members Excused: Joe Vitale, Dennis Farrell

Staff Members Present: Dr. Michele Cusatis, Dr. Thomas Wilson, Mike DeMares, Cindy Buchholz, Mary Lu Visauer, Janet Rasmussen, Janet Koller, Pat Russell

Staff Members Excused: Dr. James Rutherford, Peter Schuler, Donald Mauer, Elizabeth Doria

Mr. Michael O'Brien called the meeting to order at 1:33 PM.

Announcements

Mike O'Brien noted name place cards were available for members today.

Approval of the December 2008 and March 2009 Minutes

December 2008: The minutes were reviewed for December 8, 2008. Janel Brandtjen moved to approve the minutes. This was seconded by Jim Jeskewitz. The minutes were approved as published.

March 2009: The minutes were reviewed for March 2, 2009. Janel Brandtjen moved to approve the minutes. Jim Jeskewitz seconded the motion. The minutes were approved as published.

Hospital Statistics

Dr. Cusatis reviewed the statistics for May of 2009. There were 100 admissions and 101 discharges. The average length of stay was 5.9 days. Year to date the average length of stay is 5.6 days. The average number of beds occupied was 23 and the average daily census was 20. Revenue for May was \$125,058.37. Discussion followed on T-19 payment follow-up and Medicare reimbursement system.

Pauline Jaske moved to approve the Hospital Statistics Report and seconded by Janel Brandtjen. The report was approved.

Performance Improvement

Janet Rasmussen reported the following departments met all of their Performance Improvement standards for this quarter:

- Lab, Psychology, Occupational Therapy, Dietary, and Pharmacy.

The following departments did not meet their threshold for this quarter:

- Inpatient Psychiatry - Informed Consents signed by patient for psychotropic meds – 86%.
- Medical Services Peer Review - Telephone orders dated and timed when signed – 91%, History and Physical dictated and on the chart within 24 hours – 90%.
- Seclusion & Restraints - All entries signed – 88%.
- Seclusion & Restraints - All entries signed – 80%.
- Nursing - Documentation each shift by licensed staff for the first 72 hours of admit – 77%, Patient attendance at psycho-education groups documented – 93%.
- Social Work - Treatment plans endorsed by the client – 89%, Conditional Transfer completed – 86%. Plan of correction has been received.
- Infection Control - Recent exposure to communicable disease monitored at admission – 90%.
- Housekeeping - Cleaning of office areas – 85%, Cleaning of restrooms – 89%, Cleaning of Janitor closets – 75%, Miscellaneous cleaning – 73%.
- Radiology - Dictated summary of results received and filed in the chart – 67%.

Monitoring for Plan of Correction for the State Survey:

- Nursing administration completed weekly observation of med passes to assess compliance with the medication administration policy and procedure. This will now be added to the regular PI criteria for nursing and will be monitored on an annual basis.
- Monitoring of the sign, date and time requirement of all chart entries was started with charts discharged in January. Ten charts are reviewed each month and the results are shared with department heads for them to address with their staff as needed.

Janel Brandtjen moved to approve the report. This was seconded by Pauline Jaske. The report was approved.

Utilization Review

Beth Doria was excused. The report for this item was tabled. Dr. Cusatis and Mike DeMares informed the Board Members of the functions of the Utilization Review as it relates to licensing, CMS, insurance authorizations/approvals, and with the doctors and inpatient staff on the active treatment of patients.

Medical and Psychological Staff

Dr. Thomas Wilson gave the following reports:

- Dr. Shara Grover has been given Temporary Privilege status and began working in the Outpatient Clinic (halftime) at MHC on May 26, 2009. The Credential Committee approved her appointment on June 3, 2009. Discussion followed. Janel Brandtjen moved to approve Dr. Shara Grover's appointment as half-time, Psychiatrist, Active, at the Mental Health Center. This was seconded by Pauline Jaske. The motion passed for appointment.
 - MHC continues to search for a one half-time psychiatry position that remains open.
 - Dr. Malti Patel has continued to help out with the patient load at MHC while the search for a new physician continues.
- Credential checking has begun for fulltime General Medicine physician for the inpatient unit.
- Dr. John Christianson has received Temporary Privileges as the Infectious Disease consultant for MHC. He replaces Dr. Jay Ferstenfeld, who has retired. Dr. Christianson will work with the Infection Control Nurse Consultant and will perform the Performance Improvement audits for the general physicians.
- Dr. Wilson informed the committee of his retirement as of July 17, 2009.
- Dr. James Rutherford has been promoted to the Clinical Director position, leaving the Chief Psychiatrist position to be filled.
- Dr. William Bruns, a *locum tenens* physician who has worked with us for a number of years will cover a vacation on the Inpatient Unit in August.
- Janet Koller, R.N. has been apprenticing with the current Infectious Control Nurse Consultant in anticipation of taking over that function.

Dr. Cusatis explained the credentialing process and requirements to the committee. Discussion followed on the credentialing process, search progress, and physician response to openings.

Janel Brandtjen moved to approved this report. Pauline Jaske seconded the motion. The report was approved.

Hospital Services Update

Dr. Cusatis distributed the Policies & Procedures that have been reviewed and/or revised. The following P&P's were in need of JCC approval because the policy itself had major changes.

1. Approved Abbreviations (division-wide)
2. Group – Life Skills
3. Group – Psychotherapy

After discussion on each P&P, Janel Brandtjen moved for approval. Pauline Jaske seconded the motion. The P&P's were approved.

Additional P&P's on the list (that did not need committee approval) were reviewed. Janet Koller explained the procedures for updating employees on P&P changes.

Building updates:

- Dr. Cusatis stated the locked inpatient will be expanded to include Occupational Therapy. This would include moving doors, cameras, electrical and electronic release for the doors.
- Dr. Cusatis added an enclosed (glass) confidential interview room has been proposed for Unit A. Discussion followed on both projects.

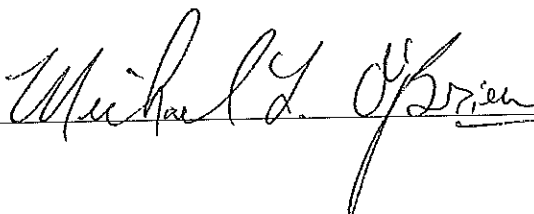
Janel Brandtjen moved to approved this report, which was seconded by Pauline Jaske. The report was approved.

Next Meeting: September 14, 2009 at 1:30 p.m.

There was no other business. Pauline Jaske moved to adjourn. Jim Jeskewitz seconded the motion. The meeting ended at 2:42 p.m.

Respectfully submitted,

Barb Sylvester, Recorder
Approved by:



Date:

9/14/09